

MEMO

TO: ALL PRODUCTION PERSONNEL  
FROM: GLENN BAASO  
SUBJECT: MAINTENANCE FORMS AND DOWN TIME

IF ANYONE NEEDS MAINTENANCE FOR PRODUCTION EQUIPMENT, YOU MUST FILL OUT A MAINTENANCE FORM, OR ELSE IT WON'T GET DONE. THESE FORMS ARE LOCATED ON A CLIPBOARD IN JIM HOBBS OFFICE BY THE DOOR AND UNDERNEATH THE TAPE DECK IN THE CONTROL ROOM. PLEASE FILL OUT THE FORM IN DETAIL AND LEAVE IT ON THE CLIPBOARD IN JIM'S OFFICE. IF JIM DOESN'T KNOW ABOUT IT HE CAN'T FIX IT. WHEN A MACHINE GOES DOWN, YOU MUST INFORM THE DIRECTOR AND ENGINEERING IMMEDIATELY. THE AMMOUNT OF TIME THAT A MACHINE IS DOWN MUST ALSO BE RECORDED ON THE PRODUCTION LOG BY THE T.D. OR DIRECTOR. AT THE END OF THE SHIFT, THE TOTAL DOWN TIME, ANY POST PRODUCTION TIME AND ACTUAL PRODUCTION TIME MUST BE NOTED ON THE LOG. THESE NUMBERS ARE VITAL IN EVALUATING PRODUCTIONS AND IN DEALING WITH THE CLIENT. IF THEY ARE NOT LOGGED, IT WILL BE ASSUMED THAT THERE WERE NO PROBLEMS.

